

Message Text

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DRAFTED BY: S/S-S:PEBARBIAN:MDL

APPROVED BY: S/S:JPMOFFAT

S/S-S:REWOODS

S/S-O:RKUCHEL

S/S-EX:JMORAN

S:DCGOMPERT

A/O:CANGULO

ANALYSIS NOTE: REENTERED FOR MANY OMISSIONS.

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O 141917Z MAY 75

FM SECSTATE WASHDC

TO AMEMBASSY BRUSSELS IMMEDIATE

AMEMBASSY MADRID IMMEDIATE

AMEMBASSY VIENNA IMMEDIATE

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E.O. 11652: N/A

TAGS: OVIP (KISSINGER, HENRY ;)

SUBJECT: PRESIDENT'S VISIT: SUPPORT FOR THE SECRETARY OF

- STATE - OVERALL SECRETARIAT REQUIREMENTS

TWO ADVANCE TEAMS FROM THE DEPARTMENT OF STATE WILL BE INVOLVED IN THE PRESIDENT'S AND SECRETARY'S VISIT. THE BUREAU OF ADMINISTRATION, OFFICE OF OPERATIONS (A/O), WHICH PARTICIPATED IN THE PRESIDENTIAL PRE-ADVANCE, WILL SEND ONE ADVANCE TEAM. THE EXECUTIVE SECRETARIAT (S/S) WILL ALSO SEND AN ADVANCE TEAM. WHEN THE SECRETARY TRAVELS WITH THE PRESIDENT, A/O AND S/S COOPERATE IN SUPPORTING THE SECRETARY. YOU SHOULD COORDINATE WITH THE A/O ADVANCE TEAM IN MEETING THE S/S REQUIREMENTS SET FORTH IN THIS CABLE.

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1. THE PRIMARY SECRETARIAT (S/S) FUNCTION IS TO PROVIDE INFORMATION SUPPORT FOR THE SECRETARY AND HIS STAFF. IT ACTS AS THE CLEARING HOUSE FOR THE SECRETARY'S CABLE TRAFFIC (REQUIREMENTS IN THIS REGARD ARE OUTLINED IN SEP-

TEL). OTHER S/S RESPONSIBILITIES INCLUDE SCHEDULING, PREPARATION OF BRIEFING MATERIALS FOR THE SECRETARY AND COORDINATING ACTIVITIES OF THE PARTY.

2. THE REQUIRE-

MENTS LISTED BELOW SHOULD BE INCLUDED IN YOUR PLANNING FOR THE PRESIDENT'S VISIT, COORDINATED WITH THE A/O ADVANCE TEAM, AND ADAPTED AS NECESSARY IN LIGHT OF LOCAL CONDITIONS. IF ADAPTATIONS PROVE NECESSARY, PLEASE INFORM THE DEPARTMENT OF WHAT ALTERNATIVE PLANS ARE BEING MADE. SLUG CABLES "FOR S/S."

3. PERSONNEL: EXECUTIVE SECRETARIAT TEAM OF FSO PAUL BARBIAN AND SECRETARY MICHELLE LEVERING WILL ARRIVE WITH THE PRESIDENT'S PARTY. AN S/S ADVANCE TEAM WILL PRECEDE THE SECRETARY'S ARRIVAL. NAMES OF THE S/S ADVANCE TEAM AND ARRIVAL TIMES WILL BE CABLED LATER.

4. S/S ADVANCE TEAM: THE S/S ADVANCE TEAM FUNCTION IS TO INSURE THAT ALL REQUIREMENTS FOR THE SECRETARY'S VISIT ARE BEING MET. STARTING WITH THE S/S ADVANCE TEAM'S ARRIVAL S/S SHOULD BE ASSISTED FULL TIME BY AN S/S LIAISON OFFICER. PLEASE CABLE NAME OF LIAISON OFFICER, WHO SHOULD MEET THE S/S ADVANCE TEAM ON ARRIVAL. A FILE OF ALL MESSAGES THE POST HAS RECEIVED RELATED TO THE TRIP SHOULD BE AVAILABLE TO S/S UPON ARRIVAL.

5. SCHEDULING: THE A/O ADVANCE TEAM WILL PREPARE A SEPARATE SCHEDULE FOR THE SECRETARY. ALL SCHEDULING QUESTIONS RELATED TO THE SECRETARY SHOULD BE COORDINATED WITH A/O ADVANCE AND S/S ADVANCE. THE FOLLOWING INFORMATION IS PARTICULARLY HELPFUL:

-- TIME AND LOCATION OF PROPOSED MEETINGS AND EVENTS;
-- SUGGEST PARTICIPANTS ON BOTH SIDES FOR EACH EVENT;
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- -- ANTICIPATED PRESS ARRANGEMENTS, IF ANY.

APPROXIMATELY 36 HOURS BEFORE THE ARRIVAL OF THE PRESIDENT AND SECRETARY, POSTS SHOULD PROVIDE A CURRENT, COMPLETE SCHEDULE FOR THE SECRETARY BY IMMEDIATE CABLE. THE CABLE SHOULD BE SLUGGED "DELIVER TO S/S FOR THE SECRETARY OF STATE."

6. MISCELLANEOUS ARRANGEMENTS:

A. PLEASE COORDINATE WITH A/O ADVANCE PREPARATION OF THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE OFFICIALS. THE NOTES SHOULD BE DELIVERED TO THE S/S ADVANCE

TEAM ON ARRIVAL.

B. LIAISON OFFICER SHOULD CONFIRM IN ADVANCE
ARRANGEMENTS FOR TICKERS AND NEWSPAPERS (SEE FOLLOWING):

-C. ENGLISH-LANGUAGE TICKER SERVICE SUCH AS UPI, AP
OR REUTERS NEEDED ON 24-HOUR BASIS. FIFTEEN PACKAGES OF
CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED
TO S/S BY 0600 EACH MORNING AND AT TWO-HOUR INTERVALS
THEREAFTER UNTIL 2400. POST SHOULD TRY TO ARRANGE FOR
MACHINE TO RUN UNATTENDED BETWEEN 2300 AND 0500. PACKAGES
SHOULD CONTAIN THE BEST OF THE AVAILABLE ARTICLES ON A
GIVEN SUBJECT. PERSON ASSIGNED TO SUPERVISE CULLING OF
TICKER ITEMS SHOULD CONFER WITH THE S/S ADVANCE TEAM IN
ORDER TO ASSURE COMPLETE AGREEMENT ON PROCEDURES. FIFTEEN
COPIES OF ENGLISH-LANGUAGE NEWSPAPERS AND FIFTEEN COPIES
OF USIS WIRELESS FILE SHOULD BE MADE AVAILABLE TO S/S BY
0600.

7. SECRETARIAL/COURIER ASSISTANCE:

A. THE SERVICES OF TWO (2) TOP-SECRET CLEARED
SECRETARIES WILL BE REQUIRED ON A CONTINUOUS, 24-HOUR
BASIS TO WORK WITH S/S. ADDITIONALLY, A THIRD SECRETARY
SHOULD BE AVAILABLE AT ALL TIMES ON CALL. EXCELLENT SHORT-
HAND AND TYPING SKILLS ARE ESSENTIAL. A SCHEDULE OF SHIFTS
FOR DUTY SECRETARIES SHOULD BE PREPARED AND MADE AVAILABLE
TO THE S/S ADVANCE TEAM.
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B. TWENTY-FOUR HOUR COURIER SERVICE WILL BE REQUIRED
TO LINK S/S, C&R AND THE SPECIAL ASSISTANTS' OFFICE.
SPECIFIC SETUP FOR EACH POST SHOULD BE REFERRED TO DEPART-
MENT (S/S) FOR APPROVAL. SCHEDULE OF SHIFTS FOR COURIERS
SHOULD BE GIVEN TO S/S ADVANCE TEAM UPON ARRIVAL.

8. TDY ASSISTANCE:

ALL REQUIREMENTS FOR TDY HELP, COMMUNICATORS,
MARINES, ETC., SHOULD BE DIRECTED TO YOUR REGIONAL BUREAU
AND COORDINATED WITH THE A/O ADVANCE UPON ARRIVAL.

9. OFFICE ARRANGEMENTS (TO BE COORDINATED WITH A/O
ADVANCE):

A. SPECIAL ASSISTANTS' OFFICE: A DOUBLE ROOM CON-
VERTED TO AN OFFICE FOR THE SECRETARY'S IMMEDIATE STAFF
OF TWO OFFICERS AND THREE SECRETARIES, NEAR THE SECRETARY'S
ACCOMMODATION IF AT ALL POSSIBLE. REQUIREMENTS:

-- FOUR DESKS OR WORKING TABLES

- THREE TYPEWRITERS AND TYPEWRITER STANDS
- OFFICE SUPPLIES AND FORMS
- COPY MACHINE (IF POSSIBLE)

B. SUPPORT OFFICES:

BECAUSE OF THE REQUIREMENT FOR CONTROLLED ACCESS FOR OPEN STORAGE OF CLASSIFIED MATERIAL, THE S/S AND SENIOR STAFF OFFICES SHOULD OCCUPY CONTIGUOUS SPACE.

EXECUTIVE SECRETARIAT STAFF (S/S): TWO (2) CONNECTING DOUBLE ROOMS CONVERTED INTO OFFICES. MINIMUM REQUIREMENTS:

- FOUR DESKS OR WORKING TABLES
- FOUR TYPEWRITERS AND FOUR STANDS
- ONE BEST AVAILABLE COPIER (24-HOUR SERVICE)
- NORMAL AMOUNT OF OFFICE SUPPLIES AND FORMS, EMBASSY PHONE BOOK, DIPLOMATIC LIST, ETC.
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SENIOR STAFF OFFICE: DOUBLE ROOM CONVERTED TO AN OFFICE FOR THE USE OF THE SENIOR STATE DEPARTMENT STAFF. EQUIP WITH FOUR DESKS OR WORK TABLES AND A MINIMUM OF THREE TYPEWRITERS, OFFICE SUPPLIES, ETC.

C. OFFICE MACHINES:

TYPEWRITERS: ELECTRIC, LARGE PICA TYPE, PREFERABLY IBM SELECTRIC BUT MINIMUM REQUIREMENT IS THAT TYPE BE IDENTICAL FOR MACHINES IN EACH SUITE OF OFFICES.

- COPY MACHINES: PLEASE OBTAIN BEST AVAILABLE. IT IS ESSENTIAL THAT 24-HOUR SERVICING BE AVAILABLE AND/OR A BACKUP MACHINE PROVIDED.

10. GROUND TRANSPORTATION:

- ASSIGNED CARS WITH DRIVERS FOR THE DURATION OF THE VISIT WILL BE REQUIRED FOR THE EXCLUSIVE USE OF THE FOLLOWING:

- A. ONE VEHICLE FOR THE SPECIAL ASSISTANTS
- B. ONE VEHICLE FOR THE S/S TEAMS
- C. VEHICLES FOR COURIERS (SEE 7B ABOVE).

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